



**GEORGETOWN YOUTH COMMUNITY CENTER
PART TIME EMPLOYEE OUTREACH AS OF JUNE 2021**

POSITION/DEPARTMENT: Activities Coordinator, Georgetown Youth Community Center (51 North St. Georgetown, MA)

HOURS OF WORK: 3 Days per Week, 15 hours/week; Afternoons and flexibility in work hours to accommodate evening and weekend programming.

COMPENSATION: \$15/hr

POSITION DESCRIPTION:

The Activities Coordinator would be responsible for working with the Lead Program Coordinator to run the Georgetown Youth Community Center. This person is charged with creating a safe, inclusive, fun space for middle and high school youth to hang out at after school. The Center will be open 3 days a week and some Fridays for night events. We are looking for someone who is good with kids, energetic and enthusiastic, and wants to take on a leadership role in creating programming for Georgetown youth.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Works directly with youth leading and overseeing activities on a daily basis
- Plans hands on activities that appeal to a variety and range of youth
- Plans and executes activities with the health, wellness and safety of students in mind
- Responsible for supporting the youth in maintaining an organized and clean youth center
- Initiates and designs ways to build positive youth development in youth at the center
- Builds positive relationships and provides support to youth when needed
- Organizes and carries out special events for youth
- Develops programming with the Lead Project Coordinator
- Implements and oversees activities and events for teenage youth September through June with some summer event.
- Responsible for the maintenance of materials and equipment
- Assists the Lead Project Coordinator with meeting department programming needs.
- Reports directly to the Lead Program Coordinator

QUALIFICATIONS:

- Two years experience working with middle school youth
- Organized
- Adept at building positive relationships with youth
- Takes initiative in developing programming activities for youth
- CORI check to be conducted.

